



City of Long Beach

Community Development Department

Parking Operations Officer



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CITY OF LONG BEACH
Community Development Department
www.longbeach.gov

PARKING OPERATIONS OFFICER

The City of Long Beach

Long Beach, with a population of approximately 487,000, covers 52 square miles in southwest Los Angeles County and is the fifth largest city in the state. It has some of the best shoreline, marinas and beaches in Southern California, and a superb climate moderated by pleasant ocean breezes. The city of Long Beach is recognized as the home of the Queen Mary, the Long Beach Aquarium of the Pacific, the Long Beach Grand Prix, America's cargo gateway to the Pacific Rim through the Port of Long Beach (the nation's second busiest container port), one of the world's most environmentally safe off-shore oil operations and numerous major business and commercial enterprises.

Long Beach has also been recognized by USA Today as the most diverse city in the United States - one of the City's strongest assets. The City's ethnic breakdown is approximately 36% Hispanic, 33% White, 15% Black, 12% Asian, and 5% all other ethnicities.

Long Beach is a full-service City providing customary municipal services through departments such as police, fire, public works, library and parks and recreation. The City also owns and operates a leading deep water port, offshore and onshore oil production, a gas utility, a water

utility, a commercial airport, a public health department, a convention and entertainment center, two historic ranchos, three marinas and five golf courses.

Long Beach is strategically located in the Southern California basin and is less than a 30-minute drive to Los Angeles and Orange County business centers. The city, widely recognized as a very desirable and livable community, is known for its unique neighborhoods, quality schools, excellent hospitals and noted arts and cultural resources.

Background

With the resurgence of downtown Long Beach, parking has become an increasingly problematic concern. Attractions like the Aquarium of the Pacific and the Queen Mary, an office sector with more than 4.2 million square feet of space, and a bustling Pine Avenue dining and entertainment district have created ever-increasing parking demands. New developments, including City Place and The Pike, brought more than 500,000 square feet of retail and 350 residential units into the heart of downtown. In addition, the recent development of the cruise ship terminal is generating traffic



and parking demand for travelers of the Carnival Cruise line.

The City recognizes the burdens these demands place on the parking system and seeks a manager who can be responsive to changing needs and in communications and services to all parts of the community.

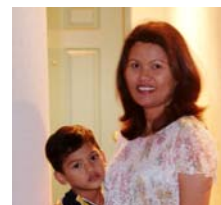
The City of Long Beach currently manages approximately 8,614 citywide off-street parking spaces, located in six parking garages and 19 parking lots (not including the airport); downtown parking spaces total 6,816. The Long Beach Municipal Airport has one parking garage, two parking lots, and one remote shuttle lot with a total of approximately 3,350 parking spaces. Currently, multiple City departments are involved in parking management responsibilities and day-to-day parking operations are contracted to three private parking management companies. Ace Parking Management operates the majority of the downtown and beach parking areas, Ampco Parking operates the parking facilities at the airport, and a small portion of the downtown parking supply is contracted with Diamond parking.

The City is seeking an individual with excellent leadership, organizational development, and interpersonal skills, who is innovative and capable of developing the next generation of a municipal parking system while maintaining high performance standards. Experience in a complex urban ethnically-and-culturally-diverse community is essential for this position. The successful candidate must possess a track record of proven accomplishments in the operation of municipal parking system. He or she must also have a community perspective with a history of building partnerships among businesses, developers, and residents.

Examples of Responsibilities

The position will be responsible for the oversight and management of City owned parking operations in the Downtown. It will also be tasked with developing an implementation strategy to further consolidate and improve parking operations in the City. Day-to-day responsibilities include:

- Administers concession contracts and lease agreements to ensure compliance with contractual obligations.
- Interprets lease, contract, and subcontract provisions.
- Establishes performance criteria, operational and financial effectiveness, and prepares statistical databases relating to assigned contracts.
- Makes recommendations, as appropriate, for contract performance and improvement; and participates in the negotiation and preparation of space lease agreements and other documents.
- Monitoring of contract performance may involve many different types of contractors, including ground transportation systems, facilities maintenance, security, parking and shuttle bus services, equipment maintenance, commercial parking operators, etc.
- Works as liaison for the City with community events for special programs and projects.
- Develops planning for special event parking.
- Responds to requests for special parking arrangements for special programs, athletic events, public service programs, and other sanctioned activities.
- Facilitates the issuance of special event parking permits to insure that all permits are accounted for and are returned or voided after conclusion of the event.





- Reviews all special event-parking requests with requesting agency to determine adequacy of City facilities and the availability of space at the time requested.
- Participates in long-range planning in City parking and transportation programs. This component of the position requires observation and detailed study of current operations with analysis of deficiencies and indications for future requirements. Keeps current on "state of the art" parking and transportation systems at other institutions in assessing the status of services in the City and making recommendations for improvements.
- Develops and manages a system for recording the frequency of usage of parking spaces in all lots and on-street parking on an hourly/daily basis to determine adequacy of parking opportunities for users.
- Develops and manages a system for daily accumulation of all transportation related activity.
- Prepares monthly and daily reports for comparison with previous activity and for use in projections of future activity.

Qualifications

A Bachelor's Degree from an accredited college or university with major course work in Public Administration or Business; extensive supervisory experience in Parking Administration; or an equivalent combination of training and experience. Certified Administrator of Public Parking (CAPP) and Certified Parking Facility Manager (CPFM) accreditations is highly desirable. Affiliation/involvement with the International Parking Institute, the National Parking Association, the International Downtown Association, and/or regional associations (e.g. California Public Parking Association) is highly desirable. Excellent written and oral communication skills, including the ability to present information at community meetings and the City's executive management team.

Salary & Benefits

The starting salary for this position is from \$75,000 to \$91,000s. Initial placement will be determined based on qualifications with increases under a merit pay plan.

The City has a comprehensive benefit package, which includes vacation accumulated after one year of service; executive leave; personal holiday leave; sick leave; medical, dental and life insurance for employees and dependents; and membership in the State of California Public Employees Retirement System.

Selection Procedures

Resumes and a letter of interest are required and will be reviewed for depth and breadth of experience and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures.

If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, please advise us when submitting your letter of interest.

Resumes will be accepted until **5:00 p.m. Friday, October 14, 2005**. Submit your letter and resume to:

Parking Operations Officer Recruitment
City of Long Beach
Department of Community Development
333 W. Ocean Blvd., Third Floor
Long Beach, CA 90802

For further information, please contact:
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The City is an Equal Opportunity Employer and values diversity at all levels of the organization.

